

PRIVATE INVESTIGATIVE & PRIVATE SECURITY AGENCY LICENSING PROCEDURES

CLASS A – PRIVATE INVESTIGATIVE AGENCY – IN-STATE

1. The qualifying individual completes the Agency application #1 – Licensing Fee - \$230.00 with no employees OR \$345.00 with employees and partners/corporate officers. This shall be a separate check made payable to the *Delaware State Police*.
2. Also complete the License Holder/Delaware Manager application #2 – Processing Fee \$69.00. ID card fee is \$20.00. The fingerprints and ID will be done at the time of the appointment.
3. The surety bond shall be from a Surety company authorized to be Surety in Delaware. The bond amount shall be \$5,000 with no employees OR \$10,000 with employees and be made payable to the State of Delaware. This bond shall be in the name of the agency. Please use the Private Investigative & Private Security Agency Bond form #3.
4. The agency shall maintain a \$1,000,000 per occurrence liability insurance policy. Please have your insurance agency use the below address for the Certificate Holder:
 - Delaware State Police
Professional Licensing
P.O. Box 430
Dover, DE 19903
5. The license holder must submit five (5) letters of reference attesting to his/her good character and documentation attesting to five (5) years of either investigative experience or law enforcement. Resumes are not acceptable.
6. Any other owners, partners or corporate officers must complete the Owner/Partner/Corporate Officer application #2 and submit two (2) sets of fingerprints – Processing Fee \$69.00 for each application – make check payable to *Delaware State Police*.
7. Once you have completed all applications, have the letters of reference, proof of experience, and obtained both the surety bond and liability insurance, please contact Ms. Peggy Anderson, Licensing Specialist, Professional Licensing at 302-672-5304 to make an appointment to submit your application.

CLASS A – PRIVATE INVESTIGATIVE AGENCY – OUT-OF-STATE

1. The qualifying individual(s) complete the Agency application #1 – Licensing Fee, License Holder - \$345.00, and Delaware Manager - \$230.00. These fees may be combined, but shall be a separate check, made payable to the *Delaware State Police*.
2. Both individuals complete the License Holder/Delaware Manager application #2 – Processing Fee \$69.00 each. ID card fee of \$20.00 for the Delaware Manager only. The fingerprints and ID will be done at the time of the appointment.
3. The surety bond shall be from a Surety company authorized to be Surety in Delaware. The bond amount shall be \$10,000 in the name of the agency and \$5,000 in the name of the Delaware manager and be made payable to the State of Delaware. Please use the Private Investigative & Private Security Agency Bond form #3.
4. The agency shall maintain a \$1,000,000 per occurrence liability insurance policy. Please have your insurance agency use the below address for the Certificate Holder:
 - Delaware State Police
Professional Licensing
P.O. Box 430
Dover, DE 19903
5. The license holder and Delaware manager must submit five (5) letters of reference attesting to his/her good character and documentation attesting to five (5) years of either investigative experience or law enforcement. Resumes are not acceptable.
6. Any other owners, partners or corporate officers must complete the Owner/Partner/Corporate Officer application #2 and submit two (2) sets of fingerprints – Processing Fee \$69.00 for each application – make check payable to *Delaware State Police*.
7. Once you have completed all applications, have the letters of reference, proof of experience, and obtained both the surety bond and liability insurance, please have the Delaware Manager contact Ms. Peggy Anderson, Licensing Specialist, Professional Licensing at 302-672-5304 to make an appointment to submit your application.

CLASS B – PRIVATE SECURITY AGENCY – IN-STATE

1. The qualifying individual completes the Agency application #1 – Licensing Fee - \$345.00. This shall be a separate check made payable to the *Delaware State Police*.
2. Also complete the License Holder/Delaware Manager application #2 – Processing Fee \$69.00. ID card fee is \$20.00. The fingerprints and ID will be done at the time of the appointment.
3. The surety bond shall be from a Surety company authorized to be Surety in Delaware. The bond amount shall be \$10,000 and be made payable to the State of Delaware. This bond shall be in the name of the agency. Please use the Private Investigative & Private Security Agency Bond form #3.
4. The agency shall maintain a \$1,000,000 per occurrence liability insurance policy. Please have your insurance agency use the below address for the Certificate Holder:
 - Delaware State Police
Professional Licensing
P.O. Box 430
Dover, DE 19903
5. The license holder must submit five (5) letters of reference attesting to his/her good character and documentation attesting to four (4) years of managerial experience in a bona fide private security agency or five (5) years of either investigative experience or law enforcement. Resumes are not acceptable.
6. Any other owners, partners or corporate officers must complete the Owner/Partner/Corporate Officer application #2 and submit two (2) sets of fingerprints – Processing Fee \$69.00 for each application – make check payable to *Delaware State Police*.
7. Once you have completed all applications, have the letters of reference, proof of experience, and obtained both the surety bond and liability insurance, please contact Ms. Peggy Anderson, Licensing Specialist, Professional Licensing at 302-672-5304 to make an appointment to submit your application.

CLASS B – PRIVATE SECURITY AGENCY – OUT-OF-STATE

1. The qualifying individual(s) complete the Agency application #1 – Licensing Fee, License Holder - \$345.00, and Delaware Manager - \$230.00. These fees may be combined, but shall be a separate check, made payable to the *Delaware State Police*.
2. Both individuals complete the License Holder/Delaware Manager application #2 – Processing Fee \$69.00 each. ID card fee is \$20.00 for the Delaware Manager only. The fingerprints and ID will be done at the time of the appointment.
3. The surety bond shall be from a Surety company authorized to be Surety in Delaware. The bond amount shall be \$10,000 in the name of the agency and \$5,000 in the name of the Delaware manager and be made payable to the State of Delaware. Please use the Private Investigative & Private Security Agency Bond form #3.
4. The agency shall maintain a \$1,000,000 per occurrence liability insurance policy. Please have your insurance agency use the below address for the Certificate Holder:
 - Delaware State Police
Professional Licensing
P.O. Box 430
Dover, DE 19903
5. The license holder and Delaware manager must submit five (5) letters of reference attesting to his/her good character and documentation attesting to four (4) years of managerial experience in a bona fide private security agency or five (5) years of either investigative experience or law enforcement. Resumes are not acceptable.
6. Any other owners, partners or corporate officers must complete the Owner/Partner/Corporate Officer application #2 and submit two (2) sets of fingerprints – Processing Fee \$69.00 for each application – make check payable to *Delaware State Police*.
7. Once you have completed all applications, have the letters of reference, proof of experience, and obtained both the surety bond and liability insurance, please have the Delaware manager contact Ms. Peggy Anderson, Licensing Specialist, Professional Licensing at 302-672-5304 to make an appointment to submit your application.

CLASS C – PRIVATE INVESTIGATIVE & PRIVATE SECURITY AGENCY
IN-STATE

1. The qualifying individual completes the Agency application #1 – Licensing Fee - \$520.00. This shall be a separate check made payable to the *Delaware State Police*.
2. Also complete the License Holder/Delaware Manager application #2 – Processing Fee \$69.00. ID card fee is \$20.00 per card (2 cards required). The fingerprints and ID will be done at the time of the appointment.
3. The surety bond shall be from a Surety company authorized to be Surety in Delaware. The bond amount shall be \$15,000 and be made payable to the State of Delaware. This bond shall be in the name of the agency. Please use the Private Investigative & Private Security Agency Bond form #3.
4. The agency shall maintain a \$1,000,000 per occurrence liability insurance policy. Please have your insurance agency use the below address for the Certificate Holder:
 - Delaware State Police
Professional Licensing
P.O. Box 430
Dover, DE 19903
5. The license holder must submit five (5) letters of reference attesting to his/her good character and documentation attesting to five (5) years of either investigative experience or law enforcement. Resumes are not acceptable.
6. Any other owners, partners or corporate officers must complete the Owner/Partner/Corporate Officer application #2 and submit two (2) sets of fingerprints – Processing Fee \$69.00 for each application – make check payable to *Delaware State Police*.
7. Once you have completed all applications, have the letters of reference, proof of experience, and obtained both the surety bond and liability insurance, please contact Ms. Peggy Anderson, Licensing Specialist, Professional Licensing at 302-672-5304 to make an appointment to submit your application.

CLASS C – PRIVATE INVESTIGATIVE & PRIVATE SECURITY AGENCY
OUT-OF-STATE

1. The qualifying individual(s) complete the Agency application #1 – Licensing Fee, License Holder - \$520.00, and Delaware Manager - \$345.00. These fees may be combined but shall be a separate check made payable to the *Delaware State Police*.
2. Both individuals complete the License Holder/Delaware Manager application #2 – Processing Fee \$69.00 per person. ID card fee is \$20.00 per card (2 cards required) for the Delaware manager only. The fingerprints and ID will be done at the time of the appointment.
3. The surety bond shall be from a Surety company authorized to be Surety in Delaware. The bond amount shall be \$15,000 in the name of the agency and \$10,000 in the name of the Delaware manager and be made payable to the State of Delaware. Please use the Private Investigative & Private Security Agency Bond form #3.
4. The agency shall maintain a \$1,000,000 per occurrence liability insurance policy. Please have your insurance agency use the below address for the Certificate Holder:
 - Delaware State Police
Professional Licensing
P.O. Box 430
Dover, DE 19903
5. The license holder and Delaware manager must submit five (5) letters of reference attesting to his/her good character and documentation attesting to five (5) years of either investigative experience or law enforcement. Resumes are not acceptable.
6. Any other owners, partners or corporate officers must complete the Owner/Partner/Corporate Officer application #2 and submit two (2) sets of fingerprints – Processing Fee \$69.00 for each application – make check payable to *Delaware State Police*.
7. Once you have completed all applications, have the letters of reference, proof of experience, and obtained both the surety bond and liability insurance, please have the Delaware manager contact Ms. Peggy Anderson, Licensing Specialist, Professional Licensing at 302-672-5304 to make an appointment to submit your application.